



The Reviewers Portal User Guide



Preface

General Information about The Reviewers Portal and this training guide

by Academic Management Systems

Welcome to The Reviewers Portal

This manual teaches Admissions Professionals how to use the The Reviewers Portal product to manage the application process. The goal of this manual is to provide Academic Management System clients with the information necessary to manage the system and to create powerful reports.

Thank you for choosing The Reviewers Portal. We hope you enjoy this training manual and find that The Reviewers Portal meets your needs.

The Reviewers Portal 2013 Admissions Cycle

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The Reviewers Portal
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1 Introduction

1.1 What Is The Reviewers Portal?



The Reviewers Portal is an online applicant reviewing software designed by Academic Software Plus solely for the purpose of tracking applicants through the review process. It serves to bring all important applicant data to the fingertips of a Reviewer as well as Administrators.

1.2 What is a CAS?



A Centralized Application Service (CAS) offers prospective students a convenient way to apply to participating health professions programs offered at schools nationwide. Through a CAS, students only need to complete one electronic application and prepare one set of corresponding materials (i.e. references, transcripts) that will be disseminated online to one or multiple schools for consideration. A CAS verifies the application components for accuracy, calculates the applicant's grade point averages, and sends the materials to the programs that the applicant designates.

1.3 AdMIT History

AADSAS Client (AClient) was created in 1998 under the direction of the American Dental Education Association Application Service (ADEAAS). ADEAAS solicited bids for the development of admissions software. After review and negotiations, ADEAAS (now AADSAS) then began working with the software development group known as The Academic Software Collaboration (TASC) at the University at Buffalo (now known as [Academic Software Plus](#)) and the services of [Liaison International](#) to design a program that would automate the admissions of dental school applicants. AClient software imports data from weekly AADSAS data feeds and makes it easy for dental schools to sort their applicants and identify the school's most appropriate applicants.

In 2010 AdMIT began its move to a web-based program by combining the functionality traditionally found in a College Application Service's (CAS) online admissions portal - which collects applicant data - with the admissions management functionality typically found in AdMIT. On March 15, 2010, with the release of this online tool for NursingCAS, WebAdMIT was born. Between its LAN-based and online product offerings, Academic Management Systems 2012-2013

offerings include admissions management software for over a dozen health professions, including:

- Chiropractics
- Communication Sciences Disorders
- Dentistry
- International Dentistry
- Medicine
- Nursing
- Occupational Therapy
- Optometry
- Osteopathic Medicine
- Pharmacy
- Physical Therapy
- Physician Assistants
- Post-Doctoral Dentistry
- Public Health
- Veterinary Medicine

Also See

- [About Academic Software Plus](#)
- [About Liasion International](#)

1.4 Contact Support

Technical Assistance and Training

The AdMIT team offers technical assistance and training for all participating schools. The support team is available Monday to Friday from 8:30 AM to 6:00 PM, Eastern Time and is happy to assist users on an as needed basis or by scheduling online training sessions with a school's admissions staff.

AdMIT Support Email: admitsupport@academicsoftwareplus.com

AdMIT Support Phone: (716) 636-7777 Select Option 7

Admissions Questions

In addition, AADSAS offers admissions support for participating schools. For questions regarding the status of an individual applicant's application, GPA calculation, or other admissions related questions, please contact the AADSAS operations center via telephone or email.

AADSAS Admissions Email: rbannister@liaison-intl.com

AADSAS Admissions Phone: (617) 612-2064

1.5 About Academic Software Plus



Academic Software Plus, Inc. is located in Amherst, NY. Academic Software Plus was created in 1996 to serve the software development and support needs of the University at Buffalo Health Science Center. On May 1, 2001, Academic Software Plus became the first software unit on campus to be 'spun out' into the University's small business incubator. In the process, Academic Software Plus became a subsidiary of [Liaison International](#), Inc. of Watertown, MA who purchased all software licenses from the University as part of this 'technology transfer' initiative.

[Liaison International](#), founded in 1992, has served as a provider of Centralized Application Services, Annual Institutional Surveys, Accreditation Management systems and Exam Management software for a wide array of health professions associations and their member institutions. For over fifteen years that Academic Software Plus has been in business (seven within the University at Buffalo and the rest with Liaison), it has focused on the development and support of management software for both health professions' schools and the larger higher education community. As such, Academic Software Plus and Liaison have developed an extremely synergistic collaboration.

The Academic Software Plus office is situated in the Baird Research Park Technology Incubation Center, a facility that is managed by the University at Buffalo. The 'incubator' is home to approximately twenty small companies started by entrepreneurial UB faculty members. Western New York has a high concentration of colleges and universities as well as a wide variety of information technology companies. This environment offers a rich pool of talent that we have been able to draw upon as the company continues to grow. Academic Software Plus has won state-wide recognition for its success as a State University of New York start-up company.

We believe costs related to mandatory academic administrative processes can be kept in check while achieving results that are of high quality and of considerable benefit to the institution. Unlike many enterprise-wide approaches, Academic Software Plus takes an individual approach to offering locally customizable solutions tailored to management tasks that are specific to academic units, without forcing the customer to purchase or adapt to an all-encompassing administrative software product. This approach is more cost effective and targets the needs of the individual unit.

Also See

- [About Liaison International](#)
- [AdMIT History](#)

1.6 About Liaison International



For the past 20 years, Liaison International has served as the premier provider of Centralized Application Services, Web Surveys, and National Exam Management software for a wide array of education institutions and health professions associations.

Our software products, process management and consulting services have allowed our clients to effectively transform the way they interact with applicants, students, admissions officers, and pre-health profession advisors. Through innovative software, exemplary customer service and detail-driven process management, we relieve clients of burdensome and costly in-house solutions for their information technology and operations needs. The benefits to our clients have been dramatic: Our solutions enable associations to redirect resources to identify and address strategic priorities and our software frees administrators to focus on innovation in their recruiting and applicants assessment.

Our business record is founded on industry-leading support services. We ensure that our clients' operations and commitment to their constituents are successfully met by going above and beyond our contractual obligations. We strive to build strong alliances with our clients, eyeing a long-term and mutually-beneficial relationship. The investment in our people and the health professions, backed by our successful track record, is the ultimate indicator of our commitment to these partnerships with our clients.

Throughout these years, we have cultivated a solid reputation that positions us in a leading role of providing dependable technology solutions to associations and their member schools. Client satisfaction is a key to our success and a Liaison main marketing tool for acquiring new business.

Liaison clients are health professions associations and educational institutions who seek proven and focused solutions. Our main core competency is Centralized Application Service (CAS) for health professions associations and management of information systems. Our experience and knowledge in this particular field is extensive with a long successful track record.

Liaison software development and consulting services include; needs assessment and workflow analysis, strategy design and implementation, application development, implementation, training and management.

Also See

- [About Academic Software Plus](#)

2 Reviewers Portal Basics

2.1 Locating the Reviewers Portal

Your Reviewers Portal software can be accessed from any Internet enabled computer. Simply use your web browser to go to the following address: <https://AADSASReviewersPortal2013.WebAdMIT.org>.

Reviewers Portal Logon Page

When you first arrive at the Reviewers Portal main page, you will see the WebAdMIT logo, as well as a [login page](#).

Also See

- [System Requirements](#)
- [Logging In](#)
- [Managing Your Account](#)
- [Managing Admissions Users](#)

2.2 System Requirements

Internet Connection

The Reviewers Portal runs completely in your computer's browser, and as such, it requires constant Internet connection. A broadband connection is strongly recommended for the best performance.

Screen Resolution

For best results, use at a display set at a resolution of at least 1024 x 768 when running the Reviewers Portal. The software will run at lower resolutions, however users may need to scroll to the right to see everything on the screen.

Supported Browsers

The Reviewers Portal has been tested and runs in the following major browser versions:

- Microsoft Internet Explorer 8 and 9
 - Mozilla Firefox 3.5 or higher
 - Apple Safari 4.0 or higher
 - Google Chrome 8.0 or higher
-

PDF Viewer

In order to view [documents](#), including full applications, transcripts, and letters of recommendation, a PDF viewer is required.

A free PDF viewer is available from Adobe Systems at www.adobe.com

Also See

- [Applicant Documents](#)

2.3 Logging In

When you first arrive at the Reviewers Portal, you will need to authenticate into the system. Typically, your username is your school email address. Your school's Reviewers Portal administrator will provide you with a password.

Reviewers Portal Logon Page

Password Assistance

Should you forget your password, your administrator can reset your password through [Admissions Users](#), or you can contact the Reviewers Portal support team to have it reset at: (716) 636-7777. Select Option 7 or admitsupport@academicsoftwareplus.com.

Also See

- [Contact Support](#)

2.4 Page Header

At the top of every page in the Reviewers Portal, you have access to certain key functions.



Reviewers Portal Header

- AADSAS Logo - By clicking on the AADSAS logo in the upper-right portion of the screen, you can always return to the Reviewers Portal [Dashboard](#).
 - User and School Information - The header displays your user name and school (*not displayed in the graphic above*).
 - [Dashboard](#) - This link also takes you back to the Reviewers Portal Dashboard.
 - [Account](#) - This link takes you to your account information, where you can edit your contact information and account password.
 - Logout - This link logs you out of the Reviewers Portal software.
-

Also See

- [Dashboard Overview](#)
- [Managing Your Account](#)

2.4.1 Managing Your Account

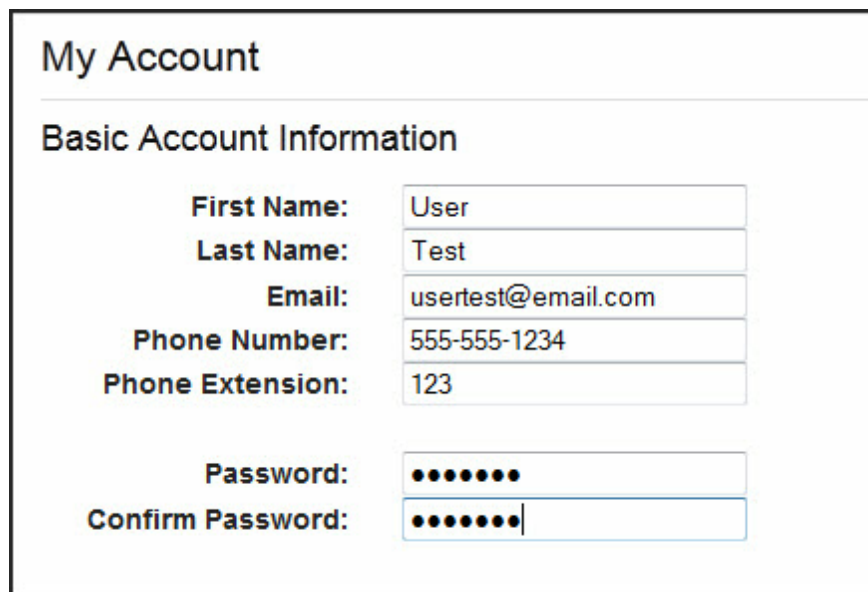
You can review your current account information, by clicking on the "Account" link in the [Page Header](#).



Reviewers Portal Header

Updating Account Information

To update your account information, as well as your password, click on the **Edit My Account** button.



The image shows a screenshot of the "My Account" page. The title "My Account" is at the top. Below it is the section "Basic Account Information". The form contains the following fields:

First Name:	User
Last Name:	Test
Email:	usertest@email.com
Phone Number:	555-555-1234
Phone Extension:	123
Password:	••••••••
Confirm Password:	••••••••

Edit My Account Screen

Lost Passwords

If you have have forgotten your password, an administrator can reset it from the "Edit Users" screen. The Reviewers Portal support team can also reset passwords for you. They can be contacted at admitsupport@academicsoftwareplus.com or (716) 636-7777 Select Option 7.

Also See

- [Managing Users](#)
- [Page Header](#)

3 Dashboard

3.1 Dashboard Overview

When you first log into the Reviewers Portal you will arrive at the Dashboard, which brings you to the Search Assignments screen.

Search Assignments
Active Filters: None
2 applicants

Last Name:
AADSAS ID:
PIN:
Complete:

Assignment Type:
Reviewer:
Due Date:
Remark:
Score:

Search

Name & AADSAS ID	Complete	Reviewer	Assignment Type	Due Date
Diba A 201202	Apr 05 2012		Ready for Processing	Apr 02 2012
Rebekah A 201202	Mar 28 2012		Ready for Processing	Apr 06 2012

About Search Assignments
From this page you can search your assignments. Note: If you are a program administrator you will be able to view all assignments that belong to your program.
The Search Assignments feature allows you to search by applicant Last Name, CAS ID, Complete Assignments (or not), Assignment Type, Reviewer, Due Date, Remark or Score. Once you have entered or selected your search criteria, click on Search.
To search by Assignment 'Due Date', click on the field next to 'Due Date'. A calendar will appear. Select the due date of interest. Click on Search to get your results. Please Note: The results of your search will include all due dates that are on or before the date you selected.

Dashboard

Dashboard Sections

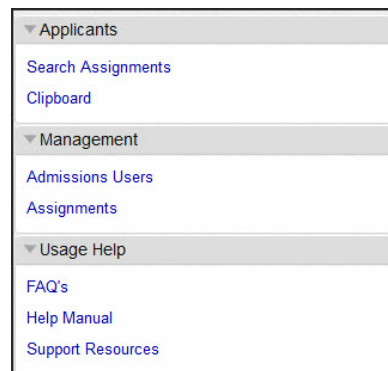
- **Menu Bar** - Located on the far left of the screen, the menu bar allows you to analyze your applicant pool by searching for applicants. It also allows users with administrative privileges to add and edit Reviewers Portal users and customize other settings.
- **Page Header** - Located at the top right of the screen, here you can view who is logged in as well as find links to access the Dashboard, Account Information and Logout of the software.

Also See

- [Applicant Details Overview](#)
- [Clipboard](#)
- [Creating Assignments](#)
- [Management Overview](#)
- [Managing Admissions Users](#)
- [Search Assignments](#)
- [Usage Help](#)

3.2 Menu Bar

The Menu Bar, located on the left-hand side of the software, gives you access to a variety of functions.



Menu Bar

Menu Bar Function Groups

- [Applicants](#) - This section contains basic applicant tools including Search Assignment functions and your Reviewers Portal [Clipboard](#).
- [Management](#) - This menu is only available to users with administrative rights. It allows them to create and edit Reviewers Portal [users](#) and to create new Assignment Types.
- [Usage Help](#) - This menu contains user help tools such as frequently asked questions (FAQ's), a searchable help manual as well as support resources. Following the Support Resources link will give you access to the Reviewers Portal data dictionary, a downloadable version of the help manual as well as Academic Software Plus support contact information.

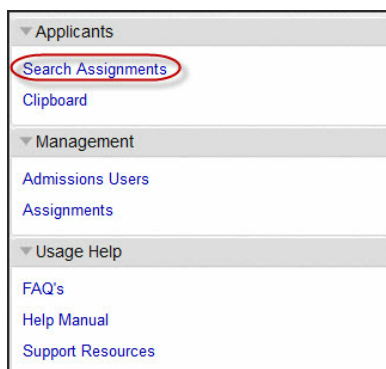
Also See

- [Applicant Details Overview](#)
- [Clipboard](#)
- [Management Overview](#)
- [Managing Admissions Users](#)
- [Usage Help](#)

4 Applicant Functions

4.1 Searching Applicants

The Search Assignments option on the Menu Bar allows you to view your entire applicant pool and then refine your results for particular applicants based on a number of filters.



Select Search Assignments

Clicking on any applicant's name from the Search screen will take you to the [Applicant Details](#) page for that applicant.

Search Assignments
Active Filters: None
2 applicants

Search filters: Last Name, AADSAS ID, PIN, Complete, Assignment Type, Reviewer, Due Date, Remark, Score.

Name & AADSAS ID	Complete	Reviewer	Assignment Type	Due Date
Dina A. 201202	Apr 05 2012		Ready for Processing	Apr 02 2012
			Interview	Apr 05 2012
Rebekah A. 201202	Mar 28 2012		Ready for Processing	Apr 06 2012
			Ready for Processing	Apr 17 2012

Select Applicant from Dashboard

Data Shown

The following data elements are displayed for easy reference:

- **Name**- The applicant's first and last names.
- **AADSAS ID**- The unique AADSAS number assigned to the applicant.
- **Reviewer**- Any Reviewer assigned to this particular applicant.
- **Assignment Type**- The type of Assignment(s) assigned to each reviewer for particular applicant.
- **Due Date**- The date each Assignment is due.

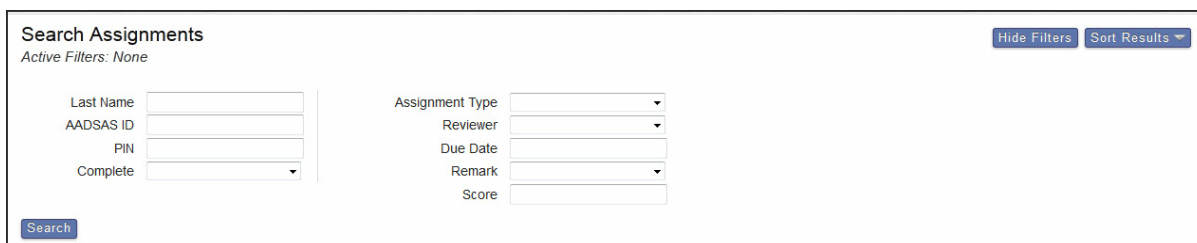
Search Filters

You can use filters to refine the list of applicants that you can see. To access the filters, click on the "Show Filters" button in the upper-right portion of the screen.



Search Assignments - Show Filters

Available filters include:



Search Assignments

- *Last Name*- The surname of an applicant.
- *AADSAS ID*- The unique AADSAS number assigned to the applicant.
- *PIN*- DENT al Personal Identifier for applicants.
- *Complete* -Denotes whether an assignment is complete or not.
- *Assignment Type* -The type of assignment used for screening an applicant.
- *Reviewer* -An admissions user who is assigned to evaluate an applicant.
- *Due Date*- The date an assignment should be complete and results entered in to the Reviewers Portal.
- *Remarks*- The recommendation given to an applicant at the completion of a review.
- *Score* -A numerical value given to an applicant at the completion of a review.

You can use one or more filters to refine your search. Once you have select criteria for all of the filters that you wish to use, click the **Search** button to see your results.

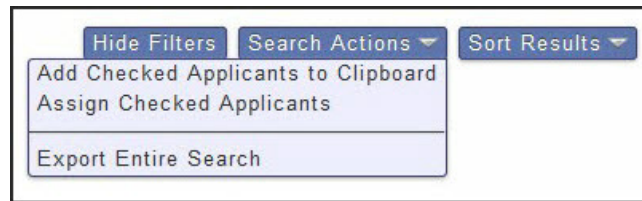
Sort Results

The Sort Results feature allows you to sort your search results by Last Name, First Name, and AADSAS ID.



Sort By

Search Actions



Search Actions

The Search Actions feature allows you to Export search results data as well as globally Assign Applicants or add them to your Clipboard.

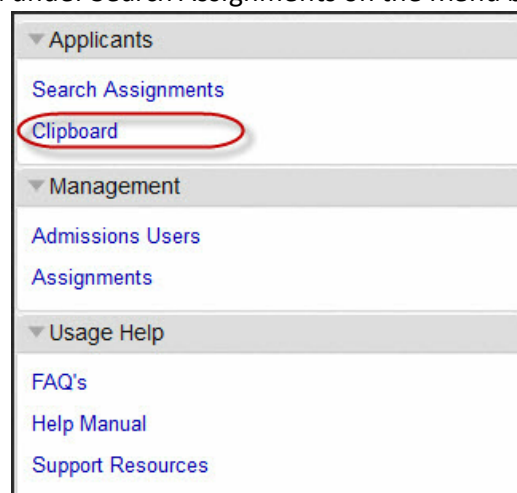
- [Clipboard](#) - This function allows you to store an ad hoc list of applicants.
- [Assign Applicants](#) - This function allows you to assign multiple applicants to an assignment at one time.
- [Export](#) - This function allows you to create and download search results data in an .XLS file format.

Also See

- [Applicant Details](#)
- [Clipboard](#)
- [Exporting Data](#)
- [Global Assignment](#)

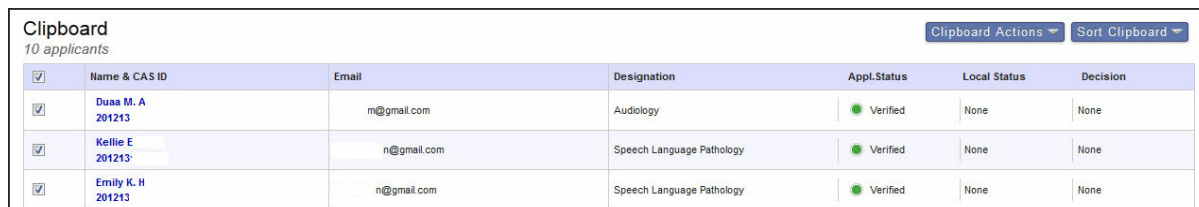
4.2 Clipboard

The Clipboard can be found under Search Assignments on the Menu bar.



Clipboard on Menu Bar

The function of the Clipboard is to store an ad hoc list of applicants. You can add any applicant that you would like to the Clipboard so that you may access them easily in the future.



<input checked="" type="checkbox"/>	Name & CAS ID	Email	Designation	Appl. Status	Local Status	Decision
<input checked="" type="checkbox"/>	Duaa M. A 201213	m@gmail.com	Audiology	Verified	None	None
<input checked="" type="checkbox"/>	Kellie E 201213	n@gmail.com	Speech Language Pathology	Verified	None	None
<input checked="" type="checkbox"/>	Emily K. H 201213	n@gmail.com	Speech Language Pathology	Verified	None	None

Clipboard

Clicking on any applicant's name on the Clipboard will take you to the [Applicant Details](#) page for that applicant.

Adding Applicants to the Clipboard

Applicants can be added to the Clipboard from the [Applicant Details](#) page. Simply click the **Add to Clipboard** button in the upper-right portion of the screen to add the applicant to the Clipboard.



Add to Clipboard

Removing Applicants from the Clipboard

Once an applicant has been added to the Clipboard, he/she can be removed by clicking the **Remove from Clipboard** button in the upper-right portion of the Applicant Details.



Remove from Clipboard

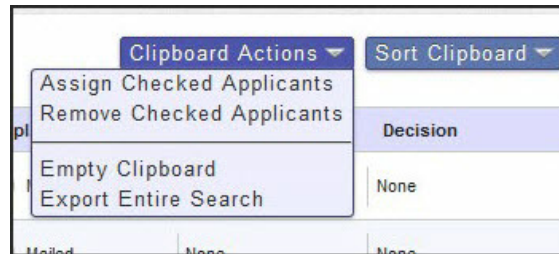
Using the Clipboard

From the Clipboard screen, if you can click on any applicant to view their information. Once you view the details of one applicant on the Clipboard, you can easily move to the next or previous applicant on the Clipboard by using the List Navigation controls in the upper-right portion of the Applicant Details screen.



Navigating a List

Other Clipboard Functions



Clipboard Actions

From the clipboard, users can also perform standard list functions by using the buttons in the upper-right portion of the screen. These include:

- [Global Assignment](#) - This function allows you to globally assign multiple applicants at the same time
- [Remove Checked Applicants](#) - This function allows you to remove selected Applicants from the Clipboard by unchecking them. *Note:* all applicants are checked by default. First uncheck all applicants and then check the specific ones you want to remove.
- [Empty Entire Clipboard](#) - This function allows you to remove all applicants from the clipboard.
- [Export](#) - This function allows you to create and download search results data in .CSV (comma delimited text file) or as an .XLS file formats.

Sort Clipboard

This allows you to sort your Search by Last Name, First Name, and AADSAS ID.



Sort Clipboard By

See Also

- [Applicant Details](#)

- [Export](#)
- [Global Assignment](#)
- [Navigating Lists](#)

4.3 Global Assignment

Globally Assign Applicants

The Assign Applicants function allows you to assign multiple applicants to an assignment at one time. You can globally Assign Applicants from both the [Searching Applicants](#) and [Clipboard](#) pages. After a search is complete, select the applicant(s) that meet your criteria by checking the check boxes next to the applicant's name you wish to include in the global assignment or the check box in the title bar to select all of the applicants.

Search Assignments
Active Filters: Assignment Type equals "MSOT Reviewer"
4 applicants

Hide Filters Search Actions Sort Results

Last Name: Reviewer:
 CAS ID: Due Date:
 Complete: Recommendation:
 Assignment Type: MSOT Reviewer Score:

Search

	Name & OTCAS ID	Complete	Reviewer	Assignment Type	Due Date
<input checked="" type="checkbox"/>	Kathryn M.		M. Carolyn	MSOT Reviewer	Mar 31 2011
<input checked="" type="checkbox"/>			Chip	MSOT Reviewer	Mar 31 2011
<input checked="" type="checkbox"/>	Mallory Mc.	Apr 18 2011	No Reviewer Assigned	OTD Reviewer	Mar 31 2011
<input checked="" type="checkbox"/>			Chip	MSOT Reviewer	Apr 30 2011
<input checked="" type="checkbox"/>			Elaine	MSOT Reviewer	Apr 29 2011
<input checked="" type="checkbox"/>		Apr 18 2011	Aaron	MSOT Reviewer	Apr 28 2011
<input checked="" type="checkbox"/>	KAREN PRENDE	Apr 17 2011	Aaron	OTD Reviewer	Apr 22 2011
<input checked="" type="checkbox"/>			M. Carolyn	OTD Reviewer	Mar 31 2011
<input checked="" type="checkbox"/>		Mar 29 2011	No Reviewer Assigned	MSOT Reviewer	Mar 30 2011

Complete Search Assignments - Select Applicants

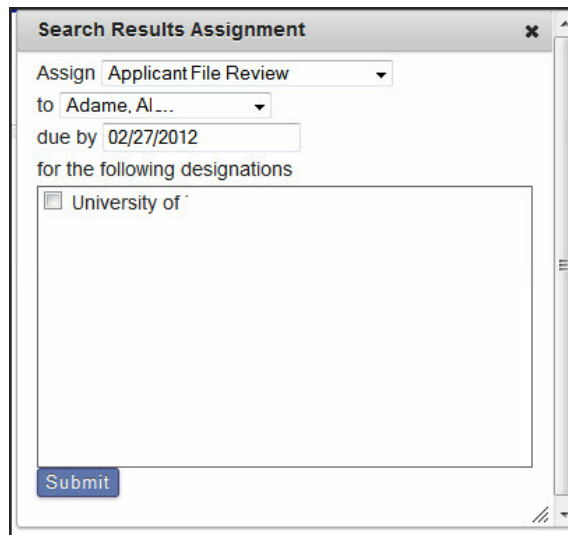
Next click on the **Search Actions** button and select **Assign Checked Applicants**.

Hide Filters Search Actions Sort Results

- Add Checked Applicants to Clipboard
- Assign Checked Applicants**
- Export Entire Search

Assign Applicants

After selecting the **Assign Checked Applicants** function, a Search Results Assignment window appears. Similar to the New Assignment window, the user will select an [Assignment Type](#), select a Reviewer and enter a Due Date. Dissimilar to the New Assignment window, the user will select the applicable Designations (or Programs) for this global assignment.



Globally Assign Applicants

Also See

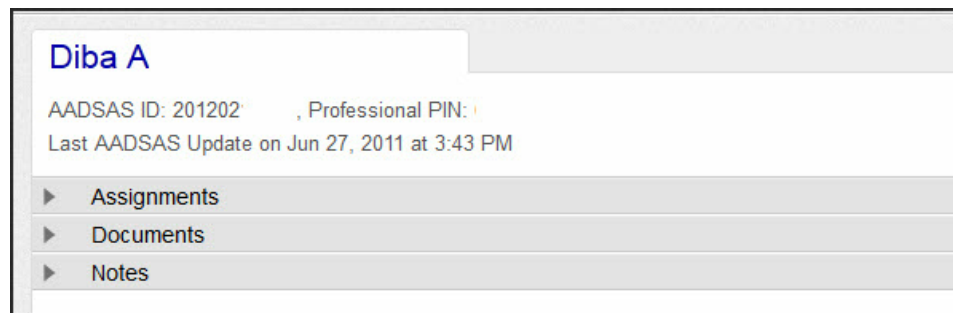
- [Applicant Details](#)
- [Assignments](#)
- [Exporting Data](#)
- [Searching Applicants](#)

5 Applicant Details

5.1 Applicant Details Overview

Viewing Applicant Data

From the [Search](#) screen you can click on an applicant's name in order to view their full application as well as all other applicant data.



Applicant Details Page Overview

Once on the Applicant Details page, Admission Users will have access to a variety of information [controlling panels](#). Also from this screen you can add the applicant to the [Clipboard](#).

The Reviewers Portal allows you to view an applicant's full application as a PDF [document](#).

Panels for AADSAS

The following are the panels on the Applicant Details page for AADSAS as they will appear on the users screen:

- [Basic Applicant Information](#) - This section contains the applicant's name and AADSAS ID. It cannot be modified. Also referred to as the Applicant Header.
- [Assignments](#) - This panel displays assignments for an applicant, you can also assign new assignments from this panel.
- [Documents](#) - This panel gives users the ability to view the applicants full application in PDF format, as well as other key applicant documents such as transcripts and evaluations. Users will also see documents such as evaluations that are pending and still waiting to be received.
- [Notes](#) - This section allows you to make notes about an applicant and store them in the software.

Also See:

- [Applicant Documents](#)
- [Basic Applicant Information](#)
- [Controlling Panels](#)
- [Documents](#)
- [Notes](#)

5.2 Controlling Panel

Users can control a number of features regarding the [Applicant Details](#) panels. Changes made to panels on one applicant will carry over to other applicants that a user reviews.

Collapsing a Panel

Each panel in the Reviewers Portal can be minimized to save screen space. Simply click on the minimize widget.



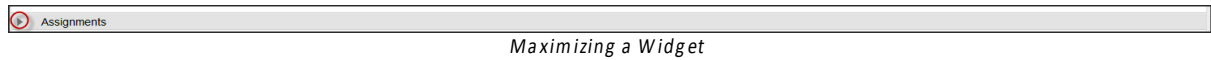
Complete	Remark	Score	Comments	Assignment Type	Assigned To	Due Date	
			Submit Results	Ready for Processing	Leja, Amanda	Apr 02 2012	
Apr 05 2012	yes	4.0	Show	Interview	Leja, Amanda	Apr 05 2012	

New Assignment

Minimizing a Widget

Restoring a Panel

To return a Panel to a maximized state, click on the maximize widget.



Also See

- [Applicant Details Overview](#)

5.3 Basic Applicant Information

At the top of each [Applicant Record](#), certain key details are available:



Applicant Header

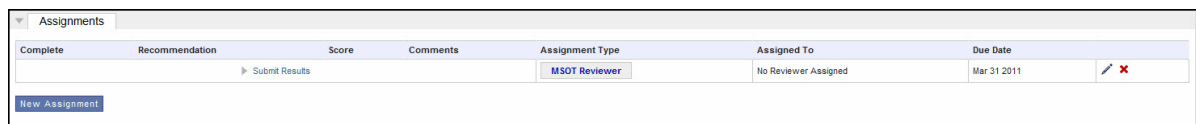
- *Applicant Name* - The first and last name of the applicant
- *AADSAS ID #* - A unique identifier for the applicant
- *Last Updated* - The last time that the applicant's information was updated by AADSAS
- *Navigation Controls* - Controls to move to the next or previous applicant record
- *Add to/Remove from Clipboard* - A button to add or remove an applicant from your clipboard

Also See

- [Applicant Details Overview](#)
- [Clipboard](#)

5.4 Assignments



This panel shows the Assignments to be completed by the user for the applicant.



Assignment Panel

Designating an Assignment

To designate an Assignment to a user for an applicant click on **New Assignment**.

Assignments							
Complete	Remark	Score	Comments	Assignment Type	Assigned To	Due Date	
Submit Results				Application Review	Admin, WebAdmit	Oct 25 2012	 
New Assignment							

Assign New Assignment

The New Assignment pop up window appears.

New Assignment

Assign Application Review

to Admin, WebAdmit

due by 10/25/2012

Submit Cancel

New Assignment

Click on the drop down arrow and select one of the Assignment options. This list comes from [Assignments](#) created in the Management section.

New Assignment

Assign Application Review

to None

due by

Application Review
Scholarship Review

Submit Cancel

Assign

Then select the user who is to complete the assignment from the drop down box.

New Assignment

Assign Application Review

to None Assigned

due by

None Assigned
Admin, WebAdmit
Flash, S
Yager, Ki

Submit Cancel

Reviewer Assigned

To chose the due date for the assignment, click in the **Due By** field and a calendar will appear which you can use to select the due date.

The 'New Assignment' dialog box is shown with a calendar overlay for June 2012. The calendar has days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates (1-30). The 'due by' field is empty. The 'Submit' button is visible at the bottom left of the dialog.

Assignment Calendar

After the due date is selected click on the **Submit** button.

The 'New Assignment' dialog box is shown with the 'due by' field set to '10/25/2012'. The 'Submit' button is circled in red, indicating it should be clicked.

Submit New Assignment

Working with the Assignment Panel

Click on the "pencil" icon to edit the Assignment (before submitting results for the Assignment). This will bring up the same window used to create the Assignment.

The 'Assignments' panel shows a table with columns: Complete, Remark, Score, Comments, Assignment Type, Assigned To, Due Date, and an action column. The first row shows an assignment with type 'Application Review', assigned to 'Admin, WebAdmit', and due date 'Oct 25 2012'. A pencil icon is visible in the action column.

Edit Assignment

To delete an Assignment, click on the **red "X"** icon.

The 'Assignments' panel shows a table with columns: Complete, Remark, Score, Comments, Assignment Type, Assigned To, Due Date, and an action column. The first row shows an assignment with type 'Ready for Processing', assigned to 'Leja, Amanda', and due date 'Apr 02 2012'. A red 'X' icon is visible in the action column.

Deactivate Assignment

For a description of the Assignment, click on the **Assignment Type**.

The screenshot shows a table with columns: Complete, Recommendation, Score, Comments, Assignment Type, Assigned To, and Due Date. The first row has 'MSOT Reviewer' in the Assignment Type column, which is highlighted with a red box. Below this, a dropdown menu is open, listing 'Review applicants on Intelligence', 'Problem Solving', 'Critical Thinking', and 'Personality'. A red 'X' icon is visible next to the dropdown.

Assignment Type Information

If an Assignment has not been completed by its due date, then a calendar icon will appear next to the due date. This will disappear when the Assignment is complete.

The screenshot shows the same table as before. The 'Due Date' column for the first row shows 'Mar 28 2011' with a calendar icon next to it, which is circled in red. The 'Assigned To' column for the second row shows 'M. Carolyn'.

Assignment Late

To complete an Assignment, click **Submit Results**.

The screenshot shows the table with the 'Submit Results' button highlighted in the 'Recommendation' column of the first row. The 'Due Date' column for the first row shows 'Mar 28 2011' with a calendar icon.

Submit Results

Select **Remarks** to enter results for an Assignment.

The screenshot shows the 'Recommendation' dropdown menu open, with options: 'Highly Recommendation', 'Recommendation', and 'Do Not Recommendation'. The 'Highly Recommendation' option is highlighted. The 'Score' and 'Comments' fields are also visible.

Enter Remarks

Enter a Score and Comments to complete an Assignment.

The screenshot shows the 'Score' and 'Overall Comments' fields highlighted with a red box. The 'Overall Remark' dropdown is set to 'Yes'. The 'Complete assignment' button is visible at the bottom.

Enter Score and Comments

Click on the **Complete Assignment** button to submit a Remark, Score and Comment for an Assignment.

Complete Assignment Button

Please note: Entering a Remark, Score and Comment may not be required for each Assignment. It is an option to include Remarks, Scores or Comments in an Assignment Type. Therefore you may not be prompted to enter information for each of these fields.

A completed Assignment will be displayed on the Assignments panel as shown below.

Assignment Complete

Please note: Once Assignment results are submitted, this record will become locked to the Admissions User (if they do not have the administrator role). If you need to edit your results, you will have to contact your administrator to update this record for you.

Updating a Record

To change an Assignment that has already been submitted by an Admissions User, the administrator needs to click on the **Date** link under Complete.

Update Assignments Record

Change the information as needed and click **Update Results**.

Complete	Remark	Score	Comments	Assignment Type	Assigned To	Due Date
Feb 13 2012	Recommend	5	Show	Review	Walker, Denise	Feb 13 2012

Remark:
 Score:
 Comments:

Update Results

See Also

- [Applicant Details Overview](#)
- [Creating Assignments](#)
- [Dashboard Overview](#)

5.5 Documents

This panel shows documents that have been created or uploaded by AADSAS for the applicant. You can also view documents that have been uploaded locally by program staff. Users will also be able to see documents that are in a pending state because they still have not been received such as evaluations.

Document	Source	Received
Full Application		May 01 2012
Electronically Submitted Evaluation	Gerald O	Apr 30 2012
Electronically Submitted Evaluation	Katrina S	Apr 26 2012
(Pending) Electronically Submitted Evaluation	Amy M.	
US/Canadian Transcript	Camden County College	May 03 2012
(Pending) US/Canadian Transcript	Thomas Jefferson University	
US/Canadian Transcript	Pennsylvania State University	Apr 27 2012

Attached Document Name
 Supplemental Application ✗
 Limit of 5mb per file, three(3) files per Applicant, with 10mb quota. Allowed file types are doc/docx, pdf or txt.
 Description:

Documents Panel

(Note that the type of documents available will vary from CAS to CAS)

Documents Available

They can include (depending on the CAS):

- *Full Application* - contains test scores, academic and professional coursework, experience and honors, honors and awards, personal statement and letters of evaluation.
- *Electronic Letters of Evaluation* - These are letters of applicant assessment completed on behalf of the applicant by evaluators using the reference portal. An electronic assessment will also be available as part of the Full Application.
- *Paper Letter of Reference* - These are letters of assessment completed on behalf of the applicant by evaluators and submitted to AADSAS via postal mail. A paper assessment will also be available as part of the Full Application.

- *Transcripts*- Official transcripts from educational institutions attended by the applicant.
 - *Foreign Evaluation*- If the applicant has had a foreign transcript evaluated by a third party, that evaluation will be available here. A foreign evaluation will also be available as part of the Full Application.
-

Saving and Printing Documents

All documents are stored as PDF files. You can view a document by clicking on the **Document Name**.

If desired, your [PDF reader](#) can save them directly to your local system or send them to your printer.

Attaching Documents

Users can attach documents to an applicant's online record. Attachable file types include .doc/.docx, .pdf and .txt files. Three files per applicant are permitted with a 5MB limit per file and a total size limit of 10MB. Click on "Browse" to select the file to be uploaded, add a description if desired and click on **Upload File**.

Also See

- [Applicant Details Overview](#)
- [PDF Reader](#)

5.6 Notes

This section allows you to record any Notes and comments about an applicant that you wish to have a record of in the system.

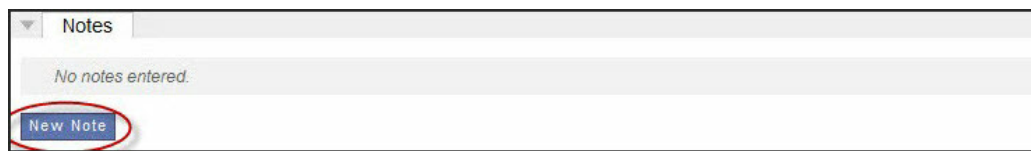


The screenshot shows a web interface for adding notes. At the top, there is a dropdown menu with 'Notes' selected. Below it is a light gray text area containing the text 'No notes entered.'. At the bottom left of the panel is a blue button labeled 'New Note'.

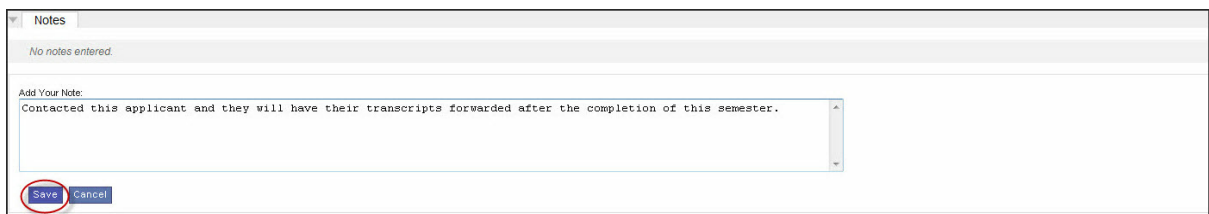
Notes Panel

Creating a Note

To create a new Note click on **New Note** from the Notes Panel.

A screenshot of a web application interface. At the top, there is a tab labeled 'Notes'. Below the tab, the text 'No notes entered.' is displayed. At the bottom left of the section, there is a blue button labeled 'New Note' which is circled in red.*Creating New Note*

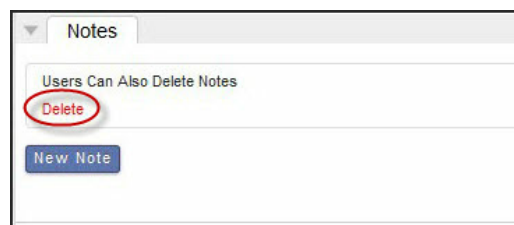
Type in your note in the **Add Your Note** text box. When done click on **Save**.

A screenshot of the 'Notes' section. The 'Add Your Note:' text box contains the text: 'Contacted this applicant and they will have their transcripts forwarded after the completion of this semester.' Below the text box, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is circled in red.*Adding and Saving a Note*

Notes entered here will be viewable by all users at your school.

Deleting a Note

To delete a Note move your cursor under the text of the note that you want to delete. You will then see a hover text with the word "delete" in red font.

A screenshot of the 'Notes' section. It shows a list of notes. The first note is 'Users Can Also Delete Notes'. Below this note, there is a red button labeled 'Delete' which is circled in red. Below the 'Delete' button is a blue button labeled 'New Note'.*Deleting A Note*

Click on **Delete** and your Note will be deleted.

Also See

- [Applicant Details Overview](#)

6 Exporting Data

6.1 Exporting Data

Data can be exported using the Search Actions button on the Search Assignments screen.

Search Assignments
Active Filters: Complete equals "Yes" and Assignment Type equals "Ready for Processing"
1 applicant

Last Name
AADSAS ID
PIN
Complete

Assignment Type
Reviewer
Due Date
Remark
Score

Add Checked Applicants to Clipboard
Assign Checked Applicants
Export Entire Search

<input checked="" type="checkbox"/>	Name & AADSAS ID	Complete	Reviewer	Assignment Type	Due Date
<input checked="" type="checkbox"/>	Rebekah A. 201202	Mar 28 2012	L	Ready for Processing	Apr 06 2012
<input checked="" type="checkbox"/>			L	Ready for Processing	Apr 17 2012

Exporting

After completing a Search Assignments query, in this case for completed reviews for the Ready for Processing Assignment Type, click on the Search Actions button. A drop down menu will appear. Select Export in order to download your search query data.

Data Export File Types

Exported data files can be downloaded directly to your local PC in Microsoft Excel format.

	A	B	C	D	E	F	G	H	I	J
1	cas_id	first_name	last_name	review_complete	review_type	reviewer	review_due_date	review_recommendation	review_score	review_comments
2	20110516535	Rahim	Abdul	Yes	Interview Round 1	admilio.conm@	21.04.2011	Highly Recommendation	99	AWESOME
3										
4										

Excel Export

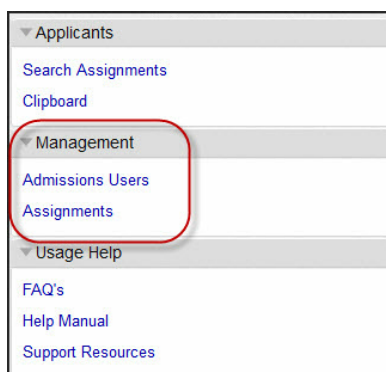
Also See

- [Applicant Details](#)
- [Assign Applicants](#)

7 Management

7.1 Management Overview

The Management section of the [Menu Bar](#) allows you to configure the Reviewers Portal software and control access to your applicant pool.



Management Section of the Menu Bar

Note that most Management functions are only available to users that have the role of "Administrator". The exception is your [Account](#) information, which is accessible in the upper-right portion of the screen.

Management Functions

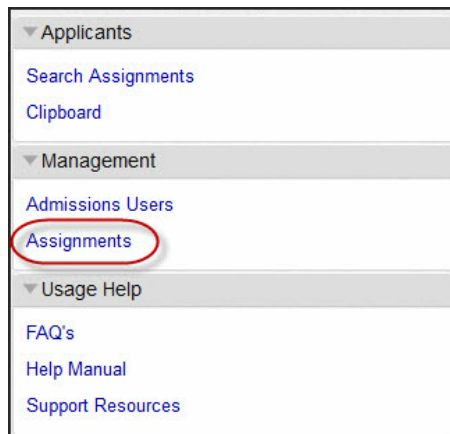
- [Admissions Users](#) - This option allows you to add, edit, and delete Reviewers Portal users.
- [Assignments](#) - This option allows you to create tasks, and then assign those tasks to users for individual applicants.

Also See

- [Managing Admissions Users](#)
- [Managing Your Account](#)
- [Menu Bar](#)
- [User Roles](#)

7.2 Creating Assignments

Managers can use the Assignments feature in the Reviewers Portal to create tasks, and then assign those tasks to users for individual applicants. These assignments will appear on the user's dashboard until they have submitted review results. To view Assignment Types click on Assignments from the [Management](#) section in the [Menu Bar](#).



Assignments - Management Menu

Creating an Assignment Type

To create a new type of assignment, click on the **New Assignment Type** button.

Assignment Types			
	Name	Active	
	Final Interview	Yes	
	Final Recommendation	Yes	
	First Interview	Yes	
	Initial Screening	Yes	

[New Assignment Type](#)

Assignment Types - Creating New Assignment Type

New Assignment Type

Name:

Programs: ☐ GPR612

Comments: ☐ Use comments

Scores: ☐ Use scores

Remarks: ☐ Use remarks

Instructions:

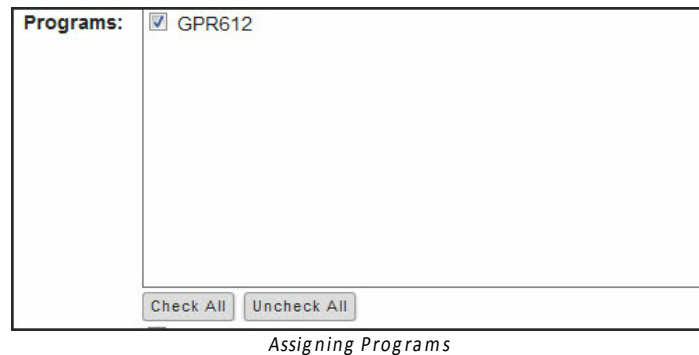
New Assignment Type

Enter a name for the Assignment Type.



A dialog box titled "New Assignment Type". It contains a label "Name:" followed by a text input field containing the text "First Interview". Below the input field is the text "Name Assignment Type".

Check the boxes for the program(s) to which the Assignment Type would apply. If it applies to all programs click the "Check All" button.



A dialog box titled "Assigning Programs". It contains a label "Programs:" followed by a list box containing the text "GPR612". Below the list box are two buttons: "Check All" and "Uncheck All".

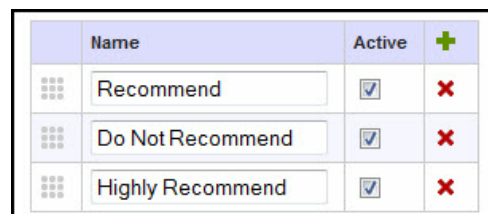
Select if you want to use Comments, Scores and Remarks by clicking on the check box next the appropriate item.









A dialog box titled "Select Comments, Scores and Remarks". It contains three rows of text, each with a label and a checked checkbox followed by text:







- Comments: ☒ Use comments
- Scores: ☒ Use scores
- Recommendations: ☒ Use recommendations

Add possible Remarks clicking the green "**plus**" sign. Enter a name for each remark type. You can also chose to delete a remark by clicking on the red "**X**".



	Name	Active	+
	<input type="text" value="Recommend"/>	<input checked="" type="checkbox"/>	
	<input type="text" value="Do Not Recommend"/>	<input checked="" type="checkbox"/>	
	<input type="text" value="Highly Recommend"/>	<input checked="" type="checkbox"/>	

Re-order the Remarks as you wish for them to appear in the drop down menu for users. To do this, click on the "**grippy**" icon and drag and drop the remarks into the proper order.

	Name	Active	+
	Highly Recommend	<input checked="" type="checkbox"/>	
	Recommend	<input checked="" type="checkbox"/>	
	Do Not Recommend	<input checked="" type="checkbox"/>	

Re-Order Remarks

Enter instructions for the Assignment Type. These instructions can be seen in the Assignments panel ([Applicant Details](#) page) and used for reference.

Instructions:

Ensure to review all of the applicants abilities.



Assignment Type Instructions

Click on the **Submit** button to add the Assignment Type to the list.

Submit Assignment Type

Editing an Assignment Type









Click on the "pencil" icon to edit the Assignment Type. This will bring up the same window used to create the Assignment Type.

Assignment Types			<input type="button" value="New Assignment Type"/>
	Name	Active	
	Final Interview	Yes	 
	Final Recommendation	Yes	 
	First Interview	Yes	 
	Initial Screening	Yes	 

Edit Assignment Type

Re-Ordering Assignment Types List









You can re-order the Assignment Types as you wish for them to appear in the drop down menu for users. To do this, click on the "grippy" icon and drag and drop the remarks into the proper order.

Assignment Types			New Assignment Type
Name	Active		
Final Interview	Yes	 	
Final Recommendation	Yes	 	
First Interview	Yes	 	
Initial Screening	Yes	 	

Re-Order Assignment Types



Deactivating an Assignment Type

To deactivate an Assignment Type, click on the **red "X"** icon. Note that you cannot delete an assignment type, you can only edit or deactivate it.

Assignment Types			New Assignment Type
Name	Active		
Final Interview	Yes	 	
Final Recommendation	Yes	 	
First Interview	Yes	 	
Initial Screening	Yes	 	

Deactivate Assignment Type

Once an Assignment Type is deactivated you will see it listed below the Assignment Types in a separate section entitled Inactive Assignment Types.

Inactive Assignment Types		
Name	Active	
Final Recommendation	No	 

Inactive Assignment Types

To reactivate an assignment type, click on the **green "plus"** in the row of the Inactive Assignment Type you want to reactivate.

See Also

- [Assignments](#)
- [Dashboard Overview](#)

7.3 Accounts

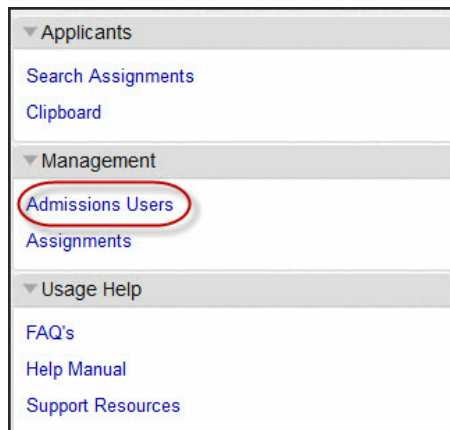
7.3.1 Managing Users

Your school has the ability to control access to the Reviewers Portal from directly within the software. You can add, remove, and modify the rights of different users as your admissions

department needs change.

User List

Click on the **Admissions Users** option in the [Management](#) section of the [Menu Bar](#).



Management Menu - Admission Users

This will take you to the Admissions Users Management Screen.

Admissions Users New User					
Email	Last Name	First Name	Programs	Active	Actions
d@gmail.com	S	William	GPR612	Yes	
2@aol.com	B	Constance	GPR612	Yes	
e@nshs.edu	G	Donna	GPR612	Yes	
a@gmail.com	S	Jacqueline		No	
0@gmail.com	H	Jennifer	GPR612	Yes	

Manage Admissions Users

Note: To access user management functions, you must have a role of "Administrator."

Creating Users

To create a new user, click on the **New User** button on the upper-right portion of the screen. It will take you to the "Add/Edit User" screen.

New User

Basic Account Information

First Name:
Last Name:
Email:
Phone Number:
Phone Extension:
Password:
Confirm Password:

Role Assignments

☐ Primary User
☐ View All Applicants
☐ Assign Applicants
☐ Configure Software
☐ Manage Documents

Add-Edit User Screen

Enter all of the information about the user, including their password. Be sure to record the password set for each user to pass along to the user with their login credentials. Individual users should be encouraged to change their password once they get their login credentials.



Set the [user's roles](#) to give the user rights. If no rights are assigned to a user, they will only have access to view their applicants. To gain further rights more specific roles need to be selected.

Set the programs to which a user has access. One program will be listed for each Designation that your school has made available. If a user does not have access to any programs, they will not be able to see any applicants.

When you have finished entering a user's information, click the Submit button.

Editing Users

To edit an existing user from the Admissions User List, click on the **Edit** user icon (the "pencil") on the right-hand side of the screen in the user's row.



Admissions Users					New User
Email	Last Name	First Name	Active	Actions	
Brian @dental.	H	B	Yes		
j@temple.edu	H	Jt	Yes		

Edit User Icon

The icon will take you to the "Add/Edit User" screen described above.

Deactivating Users

To deactivate a user from the system, click on the **Deactivate User** icon (the red "X") on the right-hand side of the screen in the user's row. Note that the system will not allow you to delete a user, you must Deactivate them. You would have the option to reactivate a user at a later date should you need to. This is done by the same as above (the red "X" will be a green "+" signaling reactivate the user).

Admissions Users					New User
Email	Last Name	First Name	Active	Actions	
Brian @dental.	H	B	Yes		
j@temple.edu	H	Jt	Yes		

Deactivate User Icon

Lost Passwords

If a user has lost their password, it can be reset from the "Edit Users" screen. The WebAdMIT support team can also reset passwords for users. They can be contacted at admitsupport@academicsoftwareplus.com or (716) 636-7777 Select Option 7.

Also See

- [Contact Support](#)
- [Management Overview](#)
- [Menu Bar](#)
- [User Roles](#)

7.3.2 User Roles

A role in the Reviewers Portal defines the functions that an individual is able to perform. Users may have more than one role, each of which gives them additional rights within the system.

Role Assignments

The Reviewers Portal allows for each user to be assigned specific roles which determines what they can access. Each "Role" checked will allow the user to perform tasks associated with that role. Any user can be assigned any combination of roles as the administrator sees fit. The following roles are available:

- *Primary User*- Each User who has a setting of Primary User, their user account and settings will automatically be transferred over when a new application cycle begins.
- *View All Applicants*- Gives the user the ability to view all of the applicants with their information and statuses to their organization (assuming that they have rights to the program to which the applicant applied). If this option is not checked, the user will only see applicants that have been assigned to them.
- *Assign Applicants*- Gives the user the ability to assign applicants to other users. In addition, users with this right will be able to see assignments made by all reviewers and have the ability to modify an assignment.
- *Configure Software*- Gives the user control over all Academic Software Plus aspects of the Reviewers Portal.
- *Manage Documents*- Gives the user the ability upload documents to the Reviewers Portal.
- *Add Notes*- Gives the user the ability to make notes to an applicant's record in the Reviewers Portal in the Notes section of the Applicant Details Page.

Assigning Roles

To assign a user a role, edit the user's account from the Manage Admissions Users screen.

The screenshot shows a web form titled "New User". It is divided into two main sections: "Basic Account Information" and "Role Assignments".

Basic Account Information:

- First Name: [text input]
- Last Name: [text input]
- Email: [text input]
- Phone Number: [text input]
- Phone Extension: [text input]
- Password: [password input]
- Confirm Password: [password input]

Role Assignments:

- ☐ Primary User
- ☐ View All Applicants
- ☐ Assign Applicants
- ☐ Configure Software
- ☐ Manage Documents

At the bottom of the form, there are two buttons: "Check All" and "Uncheck All". Below these are two blue buttons: "Submit" and "Return to Admissions Users".

User Roles

User roles are listed under Role Assignments. Check the box next to any roles that you wish the user to have.

Program Assignments

Schools may have more than one academic program (or designation). Hence users may need access to applicant information for more than one program. Access to applicants of different Programs can be granted by selecting the Programs appropriate to the user by checking the appropriate box for the program(s) you want the user to have access to.

Also See

- [Managing Your Account](#)
- [Managing Users](#)

8 Usage Help

8.1 Help

The Usage Help section is designed to provide you with Reviewers Portal help resources.



Usage Help

Frequently Asked Questions

Frequently Asked Questions

Can the software send e-mail to let reviewers know their assignments? Can it send a reminder e-mail?

Can you email an applicant from the Reviewers Portal?

Can we add search filters? Can it search the "notes" entry box?

Will an applicant be loaded into the Reviewers Portal if they are missing items like letters of recommendation?

We have a form that the reviewer uses, can we upload that for the reviewers to use?

If, during an Admissions Committee meeting, the Reviewers want to change their scores, can they?

FAQ's

Users will have access to FAQ's.

Help Manual

The Reviewers Portal has a searchable online Help Manual that is easy to navigate and find information.

Support Resources

The Support Resources link will take you to a screen displaying who to contact for support. It also provides links to a downloadable user manual. Also from this screen you can download the Reviewers Portal data dictionary.

9 Frequently Referenced Topics

9.1 AADSAS Specific Questions

AADSAS has made a list of frequently asked questions available to all of its members by using the FAQ option in your [Menu Bar](#). It may be viewed at the ADEA website: <http://www.aota.org/educate/edres/otcas.aspx>.

9.2 Reviewers Portal Security

Your school's IT department may have questions regarding the security measures taken to safeguard applicants in your WebAdMIT. The following security measures are among those used to keep your data safe.

- *Physical Security* - The AADSAS Servers are located at AT&T Internet Data Center in the Boston Area. This is one of largest Data Centers in the region with redundant power, Internet access and dynamic Bandwidth expansion.
- *Applicant Portal* - The AADSAS Applicant Portal uses a Secure Socket Layer (SSL) certificate by

VeriSign. Credit card processing vendor services is done through PayPal. The Portal sits behind secure and redundant routers and firewalls at the IDC. A browser with 256bit encryption capability is required, this is usually IE6.0 (w/latest service packs) or higher and Firefox 3.x or higher.

- *Reviewers (Admissions) Portal*- Academic Software Plus uses a Secure Socket Layer (SSL) certificate. The Reviewers Portal URL address is not published nor available to the general public. The Admissions Officers receive the URL with their user ID and Password after these users have been authenticated by AADSAS. The Reviewers portal is web-based and it only requires a web browser from the school side.
- *File(s) Download* -The only way an Admission Officer can access or download any data electronically is through the "web interface" of the secure Reviewers Portal. The schools download the generated export files in an SSL Secure encrypted environment. No FTP access involved.

9.3 Data Dictionary

A copy of the Reviewers Portal most recent data dictionary can be found under Usage Help. Click on the Support Resources Link and look for the Custom Export Field Layout section.

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